



HUMAN RESOURCES DEPARTMENT

City of Burlington

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HUMAN RESOURCES ADMINISTRATIVE COORDINATOR HUMAN RESOURCES

POSTING DATE: June 20, 2016

RATE OF PAY: \$18.35 - \$20.44/HR DOE

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: July 7, 2016

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 13

UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing administrative support to the Human Resources office with an emphasis on clerical functions, encompassing document control, processing and retrieval of highly confidential information including, but not limited to, information relating to collective bargaining, personnel administration and budgetary matters. This position has extensive interaction with the public.

Essential Job Functions:

- Greet and assist or direct all walk-in Human Resources Department visitors during regular business hours.
- Ensure that the main Human Resources phone line is answered at all times during regular business hours.
- Maintain master HR calendar, tracking time and attendance and coordinating office coverage. Serve as designee for HR Director approving time sheets as requested.
- Maintain office, ensuring the main office and conference room are neat and accessible, equipment is serviced, inventory supply is stocked at appropriate levels and information, supplies and equipment are secure.
- Manage conference room schedule.
- Collect and meter outgoing mail, and collect, sort and distribute all incoming department mail at least once daily.
- Update the City of Burlington Employee Telephone Directory on the shared drive once annually.
- Manage all aspects of the employee bus and parking pass programs.
- Participate in, and/or serve as HR representative for, city-wide events (e.g. blood drives, United Way) as requested by Director.
- Keep current and organize all City of Burlington Human Resources record keeping systems in accordance with City policy and applicable state and federal laws. Ensure filing is completed in a timely manner and information is accessible when needed. This includes, but is not limited to, personnel files, 19 forms, health, dental and insurances forms, applicant tracking, OSHA300 log annual posting and workers' compensation files.
- Provide administrative support to the Human Resources team for a variety of HR functions, including not limited to: recruitment, temporary and seasonal hiring, orientation, benefits administration, training, diversity and equity initiatives, workers compensation, unemployment, changes of status processing, and provide general data entry and clerical support as needed.
- Work with HR Managers to coordinate all new employee orientations, schedule conference rooms and prepare materials.
- Staff HR department, Human Resources Policy Committee, hiring committees and other committees as assigned and in accordance with open meeting laws, when applicable. Coordinate, schedule and publicly warn meeting times and locations, prepare and publish agendas and associated meeting materials, arrange travel and accommodations as required, promptly prepare and post minutes and gather and organize meeting follow-up tasks and information as necessary.
- Work outside of regular business hours to attend committee meetings as needed.
- Receive and track all application materials in HRIS system. Support recruitment efforts by ensuring that all positions are posted in accordance with City policies, fielding questions regarding employment opportunities, maintaining applicant tracking system and ensuring application files are kept up-to-date and remain current for twenty four months.
- Inform IT of employee separations to ensure IT security.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties and outside sources as directed using diplomacy, tact and solid judgement.
- Type a variety of correspondence, memos, self-composed letters, minutes, reports, agendas and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.

Qualifications/Basic Job Requirements:

- Associates degree and at least two years of experience of experience working in a computerized office environment required. Experience working in a Human Resources office a plus.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Prompt and regular attendance is necessary and required to meet the expectations of the essential job functions.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Thorough knowledge of English usage, spelling, grammar, punctuation and format of business documents and correspondence is required. Secondary language skills a plus.
- Strong computer skills, including Word and Excel required to fulfill the essential functions of the job. Visio and database management a plus.
- Ability to maintain the utmost level of confidentiality, integrity and trustworthiness.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to communicate diplomatically and effectively with the general public, elected officials, employees and outside entities in a courteous, in a professional and confidential manner is required.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to operate standard office equipment, including copier, adding machine, postage meter, and recording equipment.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.